

EXAMINATION ANNOUNCEMENT



E.A. No.: YP-25-063
Opening Date: 6/12/2025
Closing Date: 6/28/2025

OFFICE OF ADMINISTRATIVE SERVICES Division of Personnel

Email: ysgpersonnel@gmail.com

It is the policy of the Government that qualified Federated States of Micronesia citizens be given first priority for employment consideration, with United States citizens and subsequently, third country national utilized in position for which qualified Federated States of Micronesia citizens are not available.

POSITION AND SALARY: Administrative Assistant
PL 3/1- \$ 292.00 bw
\$ 7,592.00 pa

This is the minimum salary rate at step one of the grade. Higher steps, not to exceed 4, may be authorized in cases of hard-to-fill position where it is appropriate to the qualifications of the appointee.

LOCATIONS:

Administration
Department of Public Works & Transportation
Yap State Government 96943

DUTIES:

Keeps track and route in and out of all correspondence (telephone, email, mails etc...) Directs the dissemination of information, procedures, policies and other written communications to the divisions and sections within and without the department. Coordinates the solicitation of price quotations for small purchases and prepares, purchase requisition and travel authorization forms. Coordinates the preparations, mailing and follow-up of notices for payment of amounts due to the Department. Maintains a current inventory of the Department's fixed assets and liaise with Property and supply to update the division. Reviews the Department's files to determine which files should be recommended for archiving and afterwards maintains a record of which files are archived. Keeps paper inventories of dredged coral material stockpiles and conducts physical inspections of same to ensure accuracy. Performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENT:

Must be at High School Graduate or and 1 & 2 years' work experience in secretarial/ Administrative work. Fluent in English and at least one of the local languages. Computer literate most especially Microsoft and Excel. Must be willing to work beyond regular working hours and on weekends when required.